

## **Instructions for Completing the Automated Application for Perkins Funds**

### **Accessing the Automated Application**

Go to the Division of Career Education web page. There will be a button on the left side of the page that says “Web Application Login.” Clicking that button will get you to the login page. You must have a department-issued ID and password. If you have not applied, use the navigation menu in the upper right corner of the page. Select login request forms and follow the onscreen directions. Remember, the Department does not keep a record of your password. If you forget, follow the instructions at the bottom of the login page.

All applications may be viewed by clicking the **Public Applications** button. This will allow the viewer to access any current application for read-only.

After you have successfully logged in, you will see the **Applications Menu**. Choose the type of application you wish to access (eg. Perkins III Secondary).

The next page will be the **Cycle Select** page. If you are beginning the new year, click the **New Year** button. This will allow you to enter information. Next click the **Menu** button. This will take you to the **School District Information** page. You will begin entering data here.

The **Navigation Menu** in the upper right corner of the page is the process by which to move through the application. Do not use the **back** or **forward** arrows as this confuses the system and creates errors.

The following sections must be completed:

#### **School District Information**

Enter the name of the person who will be the primary contact for Perkins. It is especially important to provide an accurate e-mail address as the system automatically sends notices of submissions, approvals, or disapprovals. This information must be reentered each year and for each application submitted (Secondary, post secondary, or Tech Prep). Save your information before proceeding to the next page.

#### **Application**

The form is the same for secondary, post secondary, and Tech Prep. The narrative is in four parts. Each must be completed before approval is granted. You may check multiple boxes and also use the text boxes for additional information. Each box will allow you to enter up to 80 characters. Always save after completing each page.

#### **Part I – Performance**

You are required to focus on improving those core indicators that were not met the previous year. Indicate whether or not you are using Perkins funds to accomplish your goals in this area. Check those boxes that accurately reflect your activities. Save.

## **Part II**

Grant recipients must use a portion of their funds to address all of these activities. Check at least one box under each heading. Save.

## **Part III**

These activities are required; you may use Perkins funds or other sources to accomplish them. Indicate if you are using Perkins monies to fund these activities. Save.

## **Part IV**

These activities are required for special populations. At least one box must be checked under each heading. Indicate if you are using Perkins monies to fund these activities. Save.

**Equipment Explanation** (fill out only when requesting equipment) Fill out before going to the budget page.

Equipment is defined by cost; an item must be \$1000 or more per unit to be considered equipment. Computer systems should include everything it takes to make a unit work—cpu, monitor, speakers, drives, etc. Do not break this down into components. List the equipment requested under the program area in which it will be used. Do not use commas or decimals. The total amount for this page will automatically forward to the Budget page. Save frequently.

## **Budget**

Your budget may be divided into five spending categories: Salaries, Improvement and Expansion, Professional Development, Equipment, and Administration. At least five (5) percent of your allocation must be spent on professional development. No more than five (5) percent of your allocation may be spent on administration. These amounts, along with the amount of your allocation, will appear on this page.

Spending should reflect the outcomes of your accountability data. If you are deficient in any core indicator, then funds should be directed to those indicators. After you have entered all your budget request numbers, click “Calculate Totals.” If you have an error, you will be notified immediately. Be sure to scroll down the remainder of the page and check those boxes that describe how funds are being used. Save.

## **Approval**

When you are satisfied that all data is complete and accurate, go to the approval page. If this is your first submission of the new year, you will be directed to the assurances page. You must sign off on the assurances before you are taken back to the approval page.

Only authorized representatives are allowed access to this page and may submit the application. Once you submit the application, you will not be able to make changes without DESE approval. Approval should come within two weeks within an e-mail to the authorized representative. If you are disapproved, look at the text box on the budget page that should contain comments on how to redo your application. The approval page will list the date of submission and the date of approval, for audit purposes.

### **Amendments**

If you need to substantially change the focus or direction of your application, if you need to move money from one category to another, or if you must add or delete an activity or expenditure, then you must do an amendment.

When you first return to application after the initial approval, an Amendment button will be visible. Clicking on that button will open the application for changes. If you just want to view the application, it is not necessary to click the amendment button.

After you have made changes to the application, submit as you did the original application. Note: you will not need to sign the assurance page again.

You are allowed four (4) amendments per year. The deadline for submitting amendments is late March. See the Division website for specific dates.

### **Final Expenditure Reports**

The Final Expenditure Report window will open April 1 and extend until May 15. Your FER must match the last approved application or amendment. You are allowed a 10% variance among and between categories without doing an amendment. You must submit the FER by the deadline in order to receive final payment.